

# ADMINISTRATIVE ASSISTANT IV

The City of Milwaukee Health Department (MHD), a leader in assuring that Milwaukee is the healthiest city in the nation, has an immediate opening for an executive assistant with strong leadership and organizational skills.

The Administrative Assistant IV serves as the executive assistant to the Commissioner of Health for the City of Milwaukee Health Department (MHD), and has responsibility for performing a wide range of operational and administrative tasks, including oversight of office support staff and providing administrative support to other senior level MHD managers.

## ESSENTIAL FUNCTIONS:

- **70% Executive Secretarial Support:** Provide confidential executive secretarial support to the Commissioner of Health. These duties include, but are not limited to: maintaining and coordinating schedules and meetings and appointments; preparing sensitive and confidential communications; screening telephone calls and responding to telephone inquiries; taking and preparing minutes of meetings as necessary; drafting correspondence; responding to requests for information; processing mail ; compiling and summarizing data for the preparation of reports; preparing reports and communications regarding MHD administrative and operational policies and procedures; providing administrative assistance to special committees or task forces as needed; and monitoring staff responses to assignments/projects assigned by the Commissioner or other senior managers.
- **15% Other Secretarial Support:** Provide confidential administrative and secretarial support to the Health Communications Officer and Health Personnel Officer. Provide back-up coverage to office support personnel for the Health Operations Director.
- **10% Office Supervision:** Provide oversight and supervision of office support personnel assigned to the MHD Administrative office and the reception area. This includes, but is not limited to, identifying and developing processes and procedures to streamline operations; instructing staff on new systems and processes; preparing work schedules to maintain coverage during business hours and as-needed during non-business hours; and monitoring daily operations of support staff. Research and analyze issues related to support staff needs and present conclusions and recommendations orally and in writing. Assist Program Managers and Supervisors by identifying and addressing specific office procedural concerns.
- **5% Other Duties:** Coordinate and execute yearly Ambulance Service Board certification. Coordinate and assist with implementation and staffing of Public Health "Hotlines" as needed; and perform other duties as assigned.

## MINIMUM REQUIREMENTS:

1. Four (4) years of progressively responsible office support experience performing duties related to this position, including at least one year in a leadership role.
2. A Bachelor's Degree with a major in Business Administration or related area is highly desired.
3. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.
4. Valid driver's license at time of appointment and throughout employment.

Note: Equivalent combinations of education and experience may also be considered.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Ability to prioritize and handle multiple tasks with competing deadlines in a fast-paced environment.
- Ability to perform all duties with diplomacy, tact and discretion.
- Ability to work independently through exercising sound judgment with strong problem-solving skills.
- Ability to write clearly and informatively.
- Ability to read, analyze and interpret complex written materials.
- Ability to format, draft, proof and review reports.
- Excellent oral communication skills.
- Ability to use advanced features of Microsoft office software, particularly word processing, spreadsheets, databases, calendars, and presentations.
- Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, members of the public, the media, City officials, policy-makers and representatives from other agencies.

**THE CURRENT PAY RANGE (550) IS \$43,910 to \$50,242 annually.**